

# Tarkio Elementary

Student Handbook

**2018-2019**





# Tarkio R-I Elementary School



## 2018-2019

### School Board Members

Jeff Meyer -----President	Steve Klute -----Vice-President
Jamie Barnett-----Member	Garrett Wood -----Member
Lydia Hurst -----Member	Chris Yates-----Member
Sam Hannah -----Member	Diane Hicks-----Secretary

### Faculty and Staff

**Superintendent** – Mrs. Karma Coleman

**Elementary Principal** – Mrs.Kari Taylor

**Secondary Principal** – Mrs. Carrie Livengood

**Secretary** – Mrs. Mary Beth Bredensteiner

**Special Education Director** – Mrs. Kari Taylor

**Nurse** – Mrs. Taylor Ansell

**School Counselor**— Mrs. Maria Spire

**504/Title IX Coordinator** – Mrs. Carrie Livengood

<b>Preschool Teacher</b>	Mrs. Courtney Driskell
<b>Preschool Paraprofessional</b>	Mrs. Melissa White
<b>Kindergarten</b>	Mrs. Kaitlyn Dunkin
<b>Kindergarten</b>	Mrs. Jayne Martin
<b>1<sup>st</sup> Grade</b>	Mrs. Renee Hull
<b>1<sup>st</sup> Grade</b>	Mrs. Kerri Ohrt
<b>2<sup>nd</sup> Grade</b>	Mrs. Laura Forehand
<b>2<sup>nd</sup> Grade</b>	Mrs. Jennifer Peregrine
<b>3<sup>rd</sup> Grade</b>	Mrs. Diana Parra
<b>3<sup>rd</sup> Grade</b>	Ms. Brooke Walton
<b>4<sup>th</sup> Grade</b>	Mrs. Carrie Driskell
<b>4<sup>th</sup> Grade</b>	Ms. Erica Taylor
<b>5<sup>th</sup> Grade</b>	Mrs. Blu Dow
<b>5<sup>th</sup> Grade</b>	Ms. Amanda Powell
<b>SPED Teacher</b>	Mrs. Markie Sundermann
<b>SPED Teacher</b>	Mrs. Barb Tubbs
<b>Speech/Language Pathologist</b>	Mrs. Courtney Harms
<b>Title 1 Reading</b>	Ms. Lisa Clement
<b>Title 1 Math</b>	Ms. Lesley Graves
<b>Paraprofessional</b>	Mrs. Crissy Drummond
<b>Paraprofessional</b>	Mrs. Bobbi Poppa

<b>Paraprofessional</b>	Mrs. Lea Sutter
<b>Child Nutrition Director</b>	Mrs. Marla Swaby
<b>Parents as Teachers</b>	Mrs. Shannon Bruns
<b>Maintenance Director</b>	Mr. Bill Joesting
<b>Custodian</b>	Mrs. Connie Gebhards
<b>Custodian</b>	Mrs. Marie Joesting
<b>Librarian</b>	Mrs. Dallas Prather
<b>Library Assistant</b>	Mrs. Jerri Harbin
<b>STEM Innovation Classroom/1&amp;2 Reading</b>	Mrs. Cindy Rolf
<b>Physical Education</b>	Mrs. Jayme Wood
<b>Music</b>	Mrs. Melody Barnett
<b>Art</b>	Mr. Kurt Sloop
<b>Band 5 &amp; 6</b>	Mrs. Amy Haddock
<b>Food Service</b>	Cindy Lee, Ponya King, Jolene Rosenbohm, Mary Kay Ryan



# Welcome to Tarkio R-I Elementary School



Dear Students and Parents:

This handbook has been prepared to assist students in school life. The administration and Board of Education believe that an understanding of the school rules and regulations by each student is necessary in order to create a positive learning environment. We suggest that each parent discuss the rules and regulations in this handbook with their students. This will help avoid confusion and misunderstandings. Please feel free to call or visit at any time if you wish to discuss or observe your child's activities or behavior.

I am looking forward to a great year!

Sincerely,

Mrs. Kari Taylor, Elementary Principal

**Our Mission:** We, at Tarkio Elementary, will provide a collaborative environment so that All students can learn to their MAXIMUM potential.

A top priority of our district is to develop productive citizens and increase academic success of all students. It is the belief of our staff and administration that improved and consistent positive communication will result in the highest level of understanding by all those involved. Our school works to improve in serving the needs of our youth and community.

## **Enrollment Requirements**

The school must have a copy of the student's immunization record and birth certificate as proof of age as well as social security number. A student may enter Kindergarten if he/she is five years of age by August 1 of the current school year.

## **School Day**

The elementary office will be open from 7:30a.m.-3:30p.m. Breakfast is available to all students from 7:30-7:50a.m. Upon arrival to school, students will either eat breakfast and then go to the designated area or go directly to the recess area. Classes will officially begin at 7:50a.m. and end at 3:00p.m. Student arrival after 8:00a.m. is tardy and **not considered perfect attendance**. Please notify the elementary office prior to 9:00a.m. if your child is absent and you would like to pick up work. The teachers are very busy, and will need adequate time to get the necessary material together. If for any reason a student will not be riding the bus, or the after school routine has changed, **please call no later than 2:00 p.m.** otherwise there is no guarantee students receive the message.

## **THERE ARE NO LATE START DAYS; EVERY DAY BEGINS AT 7:50!**

**Morning Recess 7:30 – 7:50** – alternate placement will be posted if there is bad weather.

**Breakfast served 7:30 – 7:50** – there is no guarantee your child will get breakfast if they are not in the cafeteria prior to 7:50 a.m.

**Morning drop off – NOT BEFORE 7:30 a.m.** We do not have teachers scheduled for supervision prior to 7:30.

If your child eats breakfast he/she needs to hang their coats/back packs in the hall and get right to the cafeteria.

If your child does not eat breakfast he/she needs to drop their things off at their locker or classroom and go straight to morning recess.

If your child arrives after 8:00 a.m. he/she is considered TARDY. This means your child needs to be unpacked and ready to work ... not walking in the door at 8:00.

### **Directory Information-Policy 2400**

The Tarkio R-I School District has declared the following information as **“Directory Information.”** Directory information is information contained in the education record of a student, not generally considered harmful or an invasion of privacy if disclosed.

Directory information includes: student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous school attended, photographs, photograph with student name for print publications or other media.

Please note you have until September 1, of the school year to inform the District and principal in writing the designated directory information that should **not** be released without the parent’s or eligible student’s (18 years of age or attends an institution of post-secondary education) prior consent.

### **Electronics**

Electronic equipment such as personal handheld electronics, headphones, cell phones, etc. are not to be on or used while at school unless approved by the teacher or principal. Items not approved in advance will remain in the office for parent pick-up within a week. Items not retrieved are subject to donation. Repeated infractions may result in additional consequences determined by the principal. **The school is not responsible for the loss or damage of electronic equipment at any time.**

### **Lost and Found**

Each year students lose many things of value. We urge student names be placed on all articles of clothing and equipment that could be lost by the students. Lost articles will be in a designated spot in the hallway near the front office. Twice a year, the school donates articles not claimed to charity. Please help us by ensuring that your child makes an effort to recover his/her belongings.

### **Leaving School**

If a student is to leave school during class time, the student must bring a note from home and meet their parent in the elementary office. All students need to be checked out and in through the elementary office. If someone other than a parent is to pick up a student, it is required that the parent contact the school or the teacher beforehand. *There is a requirement for court orders be on file in the office if*

*restrictions exist to pick up a child.* Please see to it that the administration has all current documentation.

### **Parents/Visitors during Instructional Time**

Visitors and parents are welcome to visit the school at their convenience. However, the Tarkio R-I School District administration must keep instructional time distractions to a minimum. When arriving at the school, one must check in at the Elementary office. Please make daily arrangements with your child prior to the school day beginning. To speak with a teacher, parents must schedule a conference. Students may not receive telephone calls during the instructional day. Students may not bring a friend or relative to school to visit during school hours.

\*We ask that Kindergarten parents please wait until three weeks into the school year before eating lunch with their child to help the children acclimate to an independent schedule.

### **Immunizations**

Missouri State Law requires all students attending public schools be properly immunized or exempt. All transfer and kindergarten students must present proof of compliance with the immunization rule on or prior to their first day of school. All students must comply with the immunization rule to attend school. Immunizations must be up to date for compliance. Students may be exempt with the proper form signed from the parents or physician.

Missouri State Law also requires all public schools to keep an immunization record on each student. Parents/guardians must furnish satisfactory evidence of a child's immunizations or exemption before attending school. This means a statement, certificate or record from a physician or other recognized health facility or personnel stating administration of the required immunizations to the student and verifying the type of vaccine.

If you have any questions, please contact the school nurse at your convenience.

### **Illness or Accident During School Hours-Policy 2860**

In case of illness during school hours, the school will contact the parent/guardian. In the event of an accident while a child is at school, there is notification to the parent/guardian to determine the action taken. Emergencies are rare, but when sudden sickness or accidents involve your child, care of the child is a serious issue if the teacher or nurse is unable to reach the parents. For this reason, please make available accurate, updated information including the name and telephone number of the person to contact in case you are not available. Please make sure this emergency contact has a working local phone number and reliable transportation. It is important we have at least two current contact numbers for your child.

A student who has a communicable disease should NOT return to school without the permission of a physician or the approval of the school nurse. Children should NOT return to school until their temperature has returned to normal and remained normal for 24 hours without Tylenol/Aspirin.

### **Medication Procedure-Policy 2870**

Prescription Medication must be in the original container and left in the nurse's office for dispensing. Administration of prescription medications are only to the person named on the prescription. Written

instructions must include when the administration of the prescription should occur, length of time the administration occurs, and the parent's signature.

Over the Counter Medication – May be sent by the parent if he/she feels the child is unable to get through the day without it. When sending over the counter medication, it must include a note from the parent including the amount and time for the administration of the medication, and length of time the administration occurs.

Tylenol – Tylenol follows the over the counter medication rule as stated. Parents should send a note requesting administration of Tylenol. If students have a history of recurrent headaches and the parent feels it is necessary, with parent permission, parents provide a small supply for the student where it will be in the medication cabinet for the student.

Cough Drops – Parents may send cough drops to school with the student and kept in the child's classroom.

Inhalers – Inhalers are a prescription medication and need to follow the above prescription medication rule. Prescription labels are equal to a written doctor's order, so if you have a label on an inhaler box, please send the box with the inhaler to school. The pharmacies are very good about printing extra labels or making an extra bottle for you to send to school.

## **Emergency Procedures**

There are emergency procedures established by the administration for fire, tornado, and disaster. The students should follow specific instructions given by the school or emergency personnel. We routinely practice emergency procedures with drills. The following are general rules:

1. Walk at a rapid pace, but do not run.
2. Do not talk and listen to the instructions.
3. Do not stop in front of the doors or steps.

## **Weather or Other Emergency Closings**

Announcements will be made on the following radio stations: KMA at 960 AM/99.3 FM; KNIM at 97.1 FM; KFEQ at 680 AM; the following television stations: KQTV 2 St. Joseph and Channel 60 on Tarkio Cable TV; as well as our INDIAN ALERT system. Patrons may sign up for the Indian Alert text message system. Please visit the district website [http://tarkio.k12.mo.us/pages/Tarkio\\_R1](http://tarkio.k12.mo.us/pages/Tarkio_R1) and click the icon on the district webpage. If severe weather occurs after school is in session, and you are in question as to whether school will be dismissed, please listen to one of the above stations for information. Tarkio Schools will continue to report school closings due to snow or weather on the above stations and will use this system as an overlay to the public announcements.

## **Complaint or Concern**

If a student or parent has a concern about a school procedure or an employee, there is a requirement to adhere to the following procedure in order to resolve the problem as quickly as possible.

1. Contact the person who you have a complaint about/with to discuss both sides of the issue.
2. If the situation is not resolved, contact the building principal.
3. If the situation is still not resolved, contact the superintendent.

4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

**PARENT** involvement and support of their child's educational process will make the child succeed to his/her highest level. We encourage you to communicate with us at your convenience. We look forward to having a wonderful school year!

**P**=Participate in your child's activities!

**A**=Answer your child's questions!

**R**=Reinforce positive behavior!

**E**=Encourage your child's curiosity!

**N**=Notice your child's accomplishments!

**T**=Talk to your child frequently and in a positive way!

### **Academic Performance/Class Assignments/Promotion**

Grade placement and class assignments for a student should reflect the grade level and program of study, which is appropriate to academic, social, and emotional needs. Students entering by transfer shall submit evidence of achievement in the grade last attended as a prerequisite for enrollment. Testing may occur for any student transferring from a non-accredited institution or home schooling to determine placement level. Placement is not purely determined by age of the student. It is at the legal discretion of the administration to place a student.

Promotion to the next grade level will be based upon attendance and grade level performance. Federal and state laws may require retention based on reading levels or academic performance. A parent may appeal the decision of retention by the elementary administration to the Superintendent of Schools. If the parent is not satisfied with the recommendation of the Superintendent, he/she is entitled to appeal to the Board of Education.

Parents may not request a specific teacher for their child. However, in cases where there are two teachers in a grade level, the principal will review parent considerations. The principal will have the final say based on what, in the principal's opinion, is best for students.

### **Mid-Term Reports**

Mid-term reports are prepared halfway through each quarter and sent home with students. Please review the grades and do not hesitate to contact your child's teacher with any questions or concerns.

Parents are encouraged to use the Parent Portal or contact the teacher in between official grading periods. Grades 4-5 parents are encouraged to make appointments ahead of time to discuss questions or concerns. Please do not show up to discuss questions or concerns without an appointment. Teachers have very busy schedules that include tutoring and other committee meetings after school, which may prevent them from being able to meet. In addition, teachers may need to prepare materials to share with you and often this can be difficult with no preparation time.



**\*\*Parents:** 7:30 – 8:00am and 3:00 – 3:20pm are hectic times and most teachers are assisting with arrival or dismissal. If you need to talk to a teacher during these times, please make **PRIOR** arrangements.

## **Grade Reports**

Parents receive report cards quarterly. During the first and third quarter, parents receive the grade reports during parent teacher conferences. Second and fourth quarter grades will be sent home with the students or mailed. The following is TES grade system:

96-100%	A	73-76%	C
90-95%	A-	70-72%	C-
87-89%	B+	67-69%	D+
83-86%	B	63-66%	D
80-82%	B-	60-62%	D-
77-79%	C+	59% & Below	F

A=Excellent or outstanding achievement on or above grade level curriculum objectives. Student has mastered and gone beyond curriculum objectives taught during a reporting period.

B=Above average achievement on grade level. Student is achieving above the average on grade level curriculum objectives for the subject area.

C=Average achievement on grade level curriculum objectives.

D=Below average achievement on grade level curriculum objectives. Student is capable of achieving, but is not achieving normally on curriculum objectives for the subject area.

F=Not achieving minimal basic skills within the range of expected achievement on grade level curriculum objectives.

OR other markings will clearly be designated as grade levels and content areas may require various types of explanation.

K-2<sup>nd</sup> grade often use other methods to show progression and/or mastery in subject areas.

## **Statewide Assessments-Policy 6440**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument.

## **Attendance-Policy 2310/2340**

In order to be successful in school, students must maintain a good attitude and good attendance habits. An absence from class is not recoverable since the student has missed class discussion, teacher presentation, and his or her own chance to participate. The benefits of good attendance are habits of punctuality, self-discipline, and responsibility. Students who have good attendance generally earn higher grades, enjoy school, and develop good employability skills. Parents have a profound impact on student attendance by modeling clear expectations for attendance. An excessive number of days absent is a factor during the grade promotion process.

The principal and teachers monitor student attendance. The principal will investigate absences and follow the below steps:

**\*Parents may call to verify the reason of the absence; HOWEVER, PLEASE PROVIDE A NOTE for school files for when the student returns.**

1. After a student has been absent for five days, a letter will automatically be sent to the parents/guardians. If the five days has not been verified, Missouri Department of Social Services may be contacted.
2. Upon the 10<sup>th</sup> day of absence, a letter will automatically be sent to the parents/guardians as a second notice of concern. If there is any suspicion that children are not being sent to school for reasons that justify an excused absence a hotline for educational neglect may be made to MODSS.
3. **A medical excuse** will need to accompany the child for each day missed after the 10<sup>th</sup> day.
4. Upon the 15<sup>th</sup> day of absence, a third notice will be sent to the parents/guardians and proper authorities may be notified depending on the situation.

Please keep the elementary office notified of your student's absence. Consideration of this communication occurs when applying #4 above. **It is best to follow up ANY phone or personal conversation about absences, addressed to the school principal.**

**\*Parents must notify the school in advance or on the day of the absence by 9:00a.m.; to minimize calls from the school.**

If the student is absent from the classroom, he/she should provide a note from a parent or guardian explaining the nature of the absence. Students are required to make up the work they missed. It is the student's responsibility to ask the teacher for the missed work. The student has **two days for every day absent from the day they return to school to make up work they have missed at teacher discretion.** In the event of an extended absence, the teacher may allow extra time to make up work on an individual basis. (This works best if parents have made proper contact with the classroom teacher and have asked for all work missed instead of piling it on the student the day they return; this is where the parent can be very helpful.)

An excused absence is one due to personal illness as verified by a parent or doctor, illness or death in the family, doctor appointments, or any other absence due to a cause considered unavoidable by the principal. Vacation or extended travel with parents is generally discouraged, but should be prearranged with the principal. Examples of unexcused absences are: truancy, out of school suspension, absences due to "needed at home," hunting, shopping, haircut, oversleeping, or other activities that conflict with

school policy. The absences will count against the student of all attendance incentives, awards, and recognitions.

## **Tardies**

When arriving late to school, the student misses part of the instruction for that lesson. It also disrupts the education of all of the other students in the classroom for a period. A parent/guardian receives notice when the student is tardy 10 days. After 15 late arrivals to school, parents receive notification and the Missouri Department of Social Services possibly contacted. If the tardies continue, it is subject to further consequences.

## **Discipline-Policy 2610/2640**

### **Philosophy of Behavior**

To encourage academic and behavioral success, we choose to recognize individuals who demonstrate established positive social norms. As a staff, we are committed to consistently model, teach, and provide feedback to promote student growth.

Students will be:

Respectful

Responsible

Safe

### **Beliefs Related to Discipline at Tarkio Elementary School:**

- The misbehavior of one student may not interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing learning objectives.
- Every discipline is an opportunity to teach expected behavior.
- Communication, teaching, and modeling of expected behaviors occur throughout the school year.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly and academically productive learning environment of others.

### **The Classroom Teacher's Commitment**

*Teachers will:*

- Communicate high behavioral expectations to students and parents
- Commit to follow through to the success of student behavior
- Take responsibility for classroom problems and behavior
- Foster a school climate characterized by a concern for students as individuals
- Take an interest in the personal goals, achievements and needs of their students
- Support the students in their academic and extracurricular activities

### **Administrator's Commitment**

*Administrators will:*

- Support the teachers in this system
- Model high behavioral expectations

- Maintain a school climate in which everyone wants to achieve self-discipline
- Foster a school climate where the administration is sincerely concerned for the staff and students as individuals
- Take an interest in personal goals of teachers, staff and student

**Tarkio Elementary School Community’s Commitment**

- **Be specific:** tell the student exactly what they did
- **Be timely:** don’t wait to praise or correct
- **Be sincere:** insincere praise is usually worse than none at all
- **Be consistent:** with everything, everywhere
- **Communicate:** keep open lines of communication open between home and school

**Parent’s Commitment**

*Parents will:*

- Communicate high behavioral expectations to their child
- Commit to follow through to the success of their child’s behavior
- Take an interest in personal goals, achievements and needs of their child
- Support the students in their academic and extracurricular activities.

**Student’s Commitment**

*Students will:*

- Maintain high behavioral expectations
- Accept responsibility for own behavior
- Set personal goals and work hard to achieve them

**Defining Unacceptable Behaviors**

<b>Behavior Examples</b>	<b>Teacher Provides Consequences</b>	<b>Referral to Office</b>
Deface	Something that can be removed, cleaned, or fixed	Something that cannot be cleaned or fixed.
Disrespect toward a peer	Mildly rude interactions with a peer or peers that may cause a slight upset.  (Ex. Name calling once in a while or an occasional comment made when upset.)	Rude and deliberate interactions or arguing with a peer or peers that is offensive to the peer/peers.  (Ex. Bullying, repeated and on purpose)
Disrespect toward a staff member/adult	Mildly rude interactions with a staff member/adult that may cause a slight upset.  (Ex. Sighing, eye rolling, glaring, “Whatever” type comments)	Rude and deliberate interactions or arguing with a staff member/adult that is offensive to the staff member/adult.  (Ex. Continuing to argue with staff, escalating,)

Endanger	Minor injury to others. Disregard the safety of others.  (Ex. Could have been prevented by paying attention. Accidental)	Major injury – a physical mark, causing someone pain.  (Intentional)
Inappropriate Behavior	Slight disruption that hinders the learning of others. Slight inappropriate actions in common areas such as pushing in line, tripping etc.	Continued or physical disruption that hinders the learning of others. Actions that may endanger other students such as throwing objects, closed fist punching, kicking others purposefully, or shoving others to the ground.
Inappropriate Language	Profanity exclaimed, not intended at an individual.	Continuous swearing, offensive gestures or comments directed at an individual.
Insubordination	Failure to follow directions in a reasonable amount of time.	Continued refusal to follow direction or arguing with an adult.
Wandering	Wandering the classroom.	Leaving an area without permission.
Dress Code	An individual violation with the dress code.	Continuing to not follow the dress code.
Lying	A lie that affects only the child telling the lie.	A lie that involves more than the child telling the lie. Continually being dishonest with staff
Possession of a controlled Item	Possessing a toy gun or a toy weapon. “Making” weapons with hands, Lego’s etc.	Possession of alcohol, tobacco, drugs, or drug paraphernalia.  Possession of a gun, knife, or other item capable of causing bodily harms or property damage.

Teachers handle minor behavioral issues (classroom, art, music, computers, guidance or physical education teacher). They will use their discretion when they believe the classroom behavior requires a referral. It is understood that misconduct cannot be categorized in so few categories, thereby if a situation occurs concerning student conduct that has not been listed in this policy, it is the responsibility of the principal to determine the appropriate punishment.

The following is a sampling of the consequences teachers may use:

- Redirection
- Removal to a “time out” area within the classroom
- Written referral
- Conference with student

- Note to parent
- Phone call to parent
- Teacher detention (morning or afternoon)
- Removal to another setting (no longer than 30 minutes)

The administrator handles major offenses. Consideration of each individual child assists when determining the consequence. The following is a sampling of those consequences administrators may use:

- Natural consequence (clean desk that student wrote on, letter of apology etc.)
- Parent phone call or conference
- Alternative recess location
- After school detention
- In School Suspension
- Out of School Suspension
- Referral to Juvenile Court

### **Disciplinary Strategies**

The following are guidelines and may be deviated depending on the type and level of misbehavior.

All students are required to have 20 minutes of recess a day.

- However, alternatives to the routine recess are possible. For example, the student may not participate in regular recess activities. The alternative may be a variety of exercise discipline to meet state standards such as walking the line or walking the track, or walking laps in the gym (all under adult supervision).
- If the student is in a lower grade, where more than 100 minutes of recess per week, the principal may take from one day or two weeks of extra recess away depending on the discipline issue or frequency of discipline issues.
- Detention – morning detention– no morning recess prior to school starting.
- SPECIAL PRIVILEGES – there are special, planned events for students throughout the year. For example, students may go to extended Homecoming Parade activities if there are no discipline concerns. Another example is teachers may reward the students with a special extended recess or outside activity; however, students who have discipline concerns may miss an activity. A special field trip is a possibility; however, a student may lose his/her chance to attend if discipline is a problem.

**In-School Suspension/Alternate Educational Setting (ISS/AES)** – assignment to ISS/AES is by the Principal. Students have an alternative education setting to complete classroom assignments. Student will not attend regular classes (limited interaction with other students), must stay on task, and should complete work assigned. Students do not participate in extra-curricular activities on the days assigned ISS.

**Out of School Suspension (OSS) and Expulsion** – When the conduct of the student has arrived at a point which warrants severe disciplinary action the parents will be notified. If it is determined that a suspension (OSS)(maximum of 10 days by the principal and 180 days by the superintendent) is warranted the student will be sent home. A written record of the OSS will be immediately sent to the parents, and under normal circumstances a copy would be placed in the student's permanent

record. Students in OSS are not allowed to attend or participate in extra-curricular or school sponsored activities for the duration of the OSS. If a student's OSS extends from one week to the next, the student will not be allowed to attend or participate in the weekend school activities. It is the responsibility of the parent of the student to arrange for and pick up any work missed during the OSS. It is the student's responsibility to get the work done and be ready to turn it in upon return to school. A parent or guardian must accompany a student upon their return to school to conference with the principal or superintendent if the principal is not available. The power of permanent expulsion is reserved to the Tarkio R-I Board of Education. Permanent expulsion will result in the student being permanently dropped from enrollment in TARKIO R-I School.

**Legal Referral** – Legal authorities may be involved in offenses including vandalism, threats (written and verbal) to others or self, theft, or illegal behavior.

**Other** - State of Missouri Laws or Federal Mandate prevail and cover all infractions not in this handbook or the Board of Education policies.

### **Consequences for Bus Incidents-Policy 2652**

The following steps occur when a student receives a referral for inappropriate behavior on the bus:

\*(Depending on the circumstances and age of the student, other strategies may be put in place first, such as removal of school privileges and/or moved to the front seat of the bus for a period of time determined by the principal or their designee.)

Step 1 – Transportation director or elementary principal will conference with the student. If there is a valid reason for the referral, the student receives a conference explaining why his/her behavior was inappropriate and what he/she needs to do to avoid future problems on the bus. The student receives a warning that another referral could result in a five-day suspension of bus riding privileges. Parents receive a call or a report of the event.

Step 2 – Transportation director or elementary principal will conference with the student. If there is a valid reason for the referral, the student receives a conference explaining why his/her behavior was inappropriate and what he/she needs to do to avoid future problems on the bus. There is a suspension of the student's bus privileges for five days. Parents receive a report of the event.

Step 3 – Transportation Director or elementary principal will conference with the student. If there is a valid reason for the referral, the student receives a conference why his/her behavior was inappropriate and what he/she needs to do to avoid future problems on the bus. There is a suspension of the student's bus privileges for ten days. Parents receive a report of the event.

Step 4 – Transportation Director or elementary principal will conference with the student. If there is a valid reason for the referral, the student receives a conference why his/her behavior was inappropriate and what he/she needs to do to avoid future problems on the bus. The term of suspension is determined by the superintendent or the Board of Education. Parents receive a report of the event.

A student who has had a referral and then goes two months without receiving another referral returns to the beginning of the disciplinary steps.

## **Tobacco, Drugs and Alcohol**

**Smoking** – The use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. The use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products is prohibited.

**Alcohol/Drugs** – Any student under the influence of alcohol/drugs, found to be in possession of alcohol/drugs, or admitting to the use of alcohol/drugs at school or a school sponsored activity and any student convicted in a court of law of possessing or using alcohol/drugs will result in suspension from school and a possible referral to the superintendent for further action.

Mandated substance abuse counseling may occur because of the infraction of the substance abuse rule for all drugs including alcohol/drugs when deemed necessary by the principal, school counselor, and school nurse. The extent of counseling will be determined on an independent basis, based on the individual's needs.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons after school hours on school property, or at any school events, whether at school or some other alternative location.

All medications prescribed by a physician, as well as all non-prescription medications, receive clearance from the school nurse, principal or superintendent before taken. In the absence of a physician's instructions, parental permission in writing is required for any student having possession of a medication or taken by the student while under the jurisdiction of the district.

## **Weapons Rule-Policy 2620**

This Rule is written in compliance with the Gun Free School Act, which was enacted on October 20, 1994. Any student found to be in possession of a weapon on the school premises or at a school activity may be suspended from school for one year or more. For the purposes of this rule, a weapon will be defined as an instrument possessed for the purpose of inflicting harm on another. In most cases, a look-alike weapon will be treated the same as an actual weapon.

## **Bullying-Policy 2655**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological



resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

## What qualifies as bullying behavior?

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Frequent; <b><u>repeated</u></b>
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Planned; <b><u>intentional</u></b>
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to <b><u>gain control</u></b> over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior is often regretted	The bully blames the target
An effort is made by all parties to resolve the problem	--	--	The target wants to stop the bully's behavior, but the bully does not
Can be resolved through mediation	Building social skills could be of benefit	Needs to be addressed; should NOT be ignored	CANNOT be resolved through mediation

### Due Process

Each student is expected to be thoroughly acquainted with regulations explained in this handbook. In addition, he/she is expected to abide by them. If at any time a student or parent/guardian has a question about any policy included in this handbook or its interpretation, they should contact the principal or superintendent by calling (660) 736-4118 or (660) 736-4177.

In a disciplinary matter that includes the consequence of ISS or OSS a student has the right of due process. A student may be suspended from classes and/or school as well as recommended for expulsion by the Board of Education. The basis of evidence for this action is violation of the discipline code outlined in this handbook, approved by the Board. Due process includes: **1.** Oral and/or written notice of charges of violation. Meeting with administrator. **2.** The opportunity to admit or deny such charges, and to provide an explanation of the situation, and to provide evidence contrary to the charges. **3.** If suspended, the parent will be notified of the findings by the principal. A copy of the policy on student expulsion procedures will be provided to the parent when that action is recommended. That policy can be viewed by parents or students at the principal's or superintendent's office.

### Nondiscrimination and Student Rights-Policy 2130

It is the policy of the District to maintain a learning environment that is safe and welcoming for all. It is violation of district policy for any student, teacher, administrator or other school personnel of the District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as

suspension, expulsion, termination, and change in educational conditions, loss of privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing relating to a sexual harassment complainant will be subject to discipline.

The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall conduct such an investigation. If the superintendent is the subject of the complaint, an individual authorized by the board will conduct an investigation. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complainant or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with Board policy. Students who believe that their complaint has not been satisfactorily resolved may fill out a Grievance Form at the appropriate level.

## **Technology Policy**

### **APPROPRIATE USE OF DISTRICT TECHNOLOGY, NETWORK SYSTEMS, AND INTERNET ACCESS**

The board is committed to making available to students and staff members access to a wide range of electronic learning facilities, technology (including, but not limited to, computers, laptop computers, tablets, and/or hand held devices), equipment, software, network systems, and internet access. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The district's technology, network, and/or internet access is not a public access service or a public forum. The district has the right to place reasonable restrictions on the material accessed and/or posted through the use of its technology, network, and/or internet access.

Opportunity for limited access to the district's technology, network systems, and the internet shall be available to all students and staff within the district. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the district's technology, network systems, and the internet. The amount of time and type of access available for each student and staff member may be limited by the district's technology and the demands for the use of the district's technology. Even if students have no access to and/or use of the district's technology, network systems, and the internet, they may still be exposed to information from the district's technology, network systems, and/or the internet in guided educational activities at the discretion of district employees.

Every item of technology in the district having internet access shall not be operated unless internet access from the technology is subject to the district's technology protection measure (i.e. filtering software). The technology protection measure employed by the district shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology

protection measure may only be disabled for an adult's use, if such use is for bona fide research or other lawful purposes.

The technology director/coordinator may close a user account at any time as required. In addition, administrators, faculty, and staff may request that the technology director/coordinator deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with appropriate use may be denied access to the district's technology, the district's network systems, and the district's internet access. Students and staff members will be instructed, at a minimum, on an annual basis by the district's technology director/coordinator or other appropriate personnel on the appropriate use of the district's technology, network systems, and internet access.

Students and staff members shall protect district technology and technology-related equipment from damage and theft. Each student and staff member shall be responsible for any damage to district technology and technology-related equipment they have been issued.

Student and staff member use of the district's technology, network systems, and internet access shall also comply with all district policies and regulations. The following rules provide guidance to students and staff for the appropriate use of the district's technology, network systems, and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the district's technology, network systems, and internet access may result in discipline for students up to and including expulsion and/or other legal action. The district's administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the district's technology, network systems, and internet access includes, but is not limited to a violation of the following rules:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.
- Do not disseminate or solicit sexually oriented messages or images.
- Do not use the district's technology, network systems, and/or internet access to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Do not subscribe to or access listservs, bulletin boards, online services, e-mail services, social networking sites (i.e. myspace, facebook, twitter) or other similar services without prior permission from the technology director/coordinator or other appropriate personnel.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or

other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.

- Do not alter, modify, corrupt or harm in any way the software stored on the district's technology or network systems, including installing any software on district technology or on the district's network systems or running any personal software from either floppy disk, CD-ROM, DVD, flash drives or other storage media or alter or modify any system data files stored on the district's technology or network systems without prior permission and/or supervision from the technology director/coordinator or other appropriate personnel.
- Do not download any programs or files from the internet without prior permission from the district's technology director/coordinator or administrator. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology director/coordinator or administrator to download.
- Do not use any encryption software from any access point within the district.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended. You will be responsible for any consequences, monetary or otherwise, resulting from the sharing of your password and/or accessibility to your accounts.
- Do not access the district's technology or network systems or use the district's internet connection from non-district owned technology without prior authorization from the technology director/coordinator or other appropriate personnel.
- Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room while using the district's technology, network systems, and/or the district's internet connection during school hours unless prior authorization from the technology director/coordinator or other appropriate personnel.
- Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the district's technology director/coordinator or other appropriate personnel.
- Do not play any games or run any programs that are not related to the district's educational program during school hours without prior permission from the technology director/coordinator or other appropriate personnel.
- Do not vandalize the district's technology or its network systems. Vandalism is defined as including, but not limited to, any attempt to harm, modify, deface or destroy physical equipment or the network and any attempt to harm or destroy data stored on the district's technology or the network or the data of another user. All users are expected to immediately report any problems or vandalism of technology equipment to the administration, the technology director/coordinator or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that disrupts the operation of the district's technology or network systems or any network connected to the internet, including, but not limited to, the use or attempted use or possession of viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology director/coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior

permission from the technology director/coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).

- Do not use the district's technology, network systems, and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology director/coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the district's technology, network systems, and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the district's technology, network systems, and/or the internet.

### **Cyber-bullying**

The Tarkio R-1 School District expressly forbids cyber-bullying. "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. For the purposes of this policy, "cyber-bullying" shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by but not limited to:

- Sending or posting cruel messages or images, threatening others, excluding or attempting to exclude others from activities or organizations, starting or passing of rumors about others or the school system, harassing or intimidating others, sending angry, rude or vulgar messages directed at a person or persons privately or to an online group, sending or posting harmful, untrue or cruel statements about a person to others, pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger, sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or, engaging in tricks to solicit embarrassing information that is then made public. Students found to be engaging in activities as describe above shall be subject to the terms of the Tarkio R-1 Anti-Bullying Harassment Policy.

The district will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations, and other considerations involving internet usage.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the district's technology and network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail

addresses will be issued to students. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the district's technology, network systems, and the internet. Students and staff members will sign a form acknowledging they have read and understand the district's policies and regulations regarding appropriate use of the district's technology, network systems, and the internet; that they will comply with the policies and regulations; and they understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the district will obtain written permission from the student's parents to do so.

The district has the right, but not the duty, to monitor any and all aspects of its technology, network systems, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology director/coordinator shall have both the authority and right to examine all technology and internet activity including any logs, data, e-mail, storage and/or other technology related records of any user of the system. The use of e-mail should be limited to district and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the district's technology and network systems, including the internet.

No warranties, expressed or implied, are made by the district for the technology and internet access being provided. Although the district has taken measures to implement and maintain protection against the presence of viruses, spyware, and malware on the district's technology, network systems, and internet access, the district cannot and does not warranty or represent that the district's technology, network systems or internet access will be secure and free of viruses, spyware or malware at all times. The district, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The district is not responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the district's technology, network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the district's technology, network systems, and/or internet access is assumed by and is the responsibility of the user. The District has the right to collect and examine any personal technology device that is suspected of causing problems or being the source of an attack or virus infection on the District's wireless network or equipment.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the district's technology, network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the superintendent, any building principal or the technology director/coordinator. The board will review and update this policy as necessary.

## **Technology Fees**

Tarkio R-I School District: Technology Insurance Program

Tarkio R-I School District has made a commitment to using technology to provide high quality instruction and create effective learners. In order to support the staff and students use of technology for learning, the district must continue to provide the resources needed to achieve this objective. We are excited about the opportunities we can give our students to learn with technology, but with the privilege of learning with technology comes responsibility. The following is the specific policy addressing these fees.

### **Fee Structure**

Fees will be \$25 per student in grades K-12. For families with multiple children, there is a maximum annual fee of \$50 per family. These fees will be non-refundable, annual fees. Students will not be allowed to use the technology provided until all paperwork is signed and fees are paid.

### **Deductible Structure**

Students will be responsible for protecting their assigned device from loss or damage. If an accident or loss should occur, Tarkio R-I School District will waive the responsibility for the financial loss subject to the \$25 fee being paid. Students will not be allowed to use their device while there is an unpaid deductible on their account. If a 2nd occurrence of loss or damage to a device should occur in the same school year, the following incident schedule will apply.

Incident Deductible (K-12)

2nd Occurrence \$50

3rd and subsequent Occurrences \$100

The deductible amount will reset each year.

### **Excluded Losses**

Certain conditions not covered by this damage waiver include:

- any dishonest, fraudulent malicious or criminal acts
- any loss to software, data, documents, music, videos, recordings or other personal information that I have placed on the device
- additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged
- any use not in accordance with District policies and procedure

## **Expectations for Extracurricular Activities**

- Students should be in school to attend or participate in an activity that evening.
- In the event that an activity is on a Saturday, the student should attend the school day prior. Exceptions must have approval by the principal.
- Students not meeting behavioral expectations are subject to review by the principal.
- Any student causing a disturbance will be required to leave at the discretion of administration.

## **School Trips**

- Students must ride the bus to participate in any school activity unless there is prior approval by the principal.



- When returning from an activity, students must ride the bus or with their parents. Parents must sign the student out with the sponsor or coach if they are taking their child. Parents may only sign out their own child(ren).
- Once a student is at an activity, he/she may not leave without special permission from the supervising personnel.
- Written permission from the parent will be necessary before elementary students participate in educational trips outside the school. If there is a cost for admission, a child may be required to pay the fee.
- Students who do not attend field trips are absent from the school day.
- Short trips within Tarkio will not require permission by the parent.
- A child may not ride with another person unless the parent/guardian physically come into the school and arrange with the principal in person. **A parent/guardian may not call in and give verbal permission; changes must be in person.**

## Library Procedures

- Checkout period for books is one week and may be renewed. The kindergarten may check out one book. Students in grades 1-6 may checkout 2 books.
- Checkout of books must be with the librarian or adult in charge of the library.
- If a child has two overdue books, he/she may read books in the library, but not be allowed checkout privileges until return of the overdue books. If only one book is overdue, he/she may check out one book until return of the overdue book.
- If a child loses a book, parents must pay for the lost book. Please contact the librarian for pricing information. Students must take care of responsibilities for non-returned materials; otherwise, parent letters come from the appropriate administration.
- If there is accidental damage to library materials, do not attempt to repair them at home. Please have the student bring the damaged item back to the library for repair. The parent must pay for materials intentionally destroyed or damaged.
- The Principal may address library privileges if a student is abusing privileges or materials.

## Parties

Parents are encouraged to assist the teacher, prepare decorations, games and food. Three planned parties are: Halloween, Christmas and Valentine's Day. For parties, please remember:

- Bring, not wear, costumes to school.
- **No make-up on the students or parents attending any party.**
- **Party details come from the office and/or the teacher.**
- It is preferred that parents set a good example if they choose to dress up. Our school urges modesty and depth of "scariness".

The announcement of party times announced as the time gets closer. Room parents/guardians organize the treats and help the teachers. Good communication and coordination between room parents/guardians and teachers make this an enjoyable experience for all the students. The consumption of party treats is in the classroom.

**At Christmas:** All grades may have a gift exchange with a price of \$3.00-5.00. The teacher has discretion to decide on an alternative with the students. It is the school's request all gifts be some kind of book or school supply.

It is acceptable to send refreshments or treats to your child's classroom for his/her birthday. We greatly encourage treats to be of a healthy nature such as cheese and crackers, fresh fruit, peanut butter and celery, etc. **Party invitations for non-school parties are not to be passed out at school.** If flowers, balloons or gifts come from the flower shop, please arrange to pick up your child from school; it can be a distraction on the school bus.

## Recess

In order to protect the health of the students during cold and/or wet weather, please see to it that your child is dressed appropriately. Children should wear all weather boots when it is cold and/or wet outside. Cowboy boots, hiking boots, and fashion boots are not all weather.

There is an expectation that all students go outside unless they are recovering from a previous illness. A note from a parent is required if your child is not to be outside during recess. Please do not ask that your child remain inside just because he/she does not want to go outdoors. We will not go out when the temperature and/or wind chill is dangerously low. All students will have daily recess.

## Personal Appearance Code

- Students must wear shoes at all times. Physical education requires athletic shoes be worn.
- Students should button all shirts except when over another shirt.
- Halters, backless clothing, see through garments, or bare midriffs are not appropriate. Two-piece clothing must meet at all times.
- Tank tops that have spaghetti straps or hang excessively below the neckline or arms are not appropriate. Straps should be at least one inch in width.
- Shorts must be no shorter than mid-thigh.
- Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, illegal, or have hidden messages.
- **Clothing must cover all undergarments at all times.**
- Students are not to wear caps, hats, or bandanas in the school building.
- Clothing styles, unusual grooming, jewelry or clothes that either create distraction in the classroom or while attending school-sponsored events will not be acceptable.
- All groups representing Tarkio R-I Schools at home or away shall be encouraged to wear dress clothes unless conditions require otherwise.
- Roller skate shoes not permitted.

Any deviations to the dress code need resolution in order for full participation in class or activities. Disciplinary action is at the discretion of the principal.

## Meal Service

The cafeteria in the Tarkio Elementary School building serves hot breakfast and hot lunch for grades Pre-K-12. Breakfast service is 7:30-7:50a.m. Tarkio R-I has a closed meal policy; students may not leave school for lunch. The Tarkio R-1 Schools lunchroom system requires our students and staff to follow certain procedures. We appreciate your cooperation in following the procedures during the year. Late bus students will not be denied breakfast.

Applications for reduced or free meal pricing go home with students at registration or on the first day of school. All parents are encouraged to complete an application form so that students have the opportunity to enjoy balanced meals at the lowest cost. One form per family is sufficient.

Please pay for student meals in advance by depositing money into the students' food service accounts. Each student has his/her own individual account, and/or money for all meals (breakfast, lunch, and/or extras) goes into the same account. Please send money in a sealed envelope with name, grade, and amount. Students should give the money to their teacher or the elementary office. If sending money for more than one student, please indicate how much money you want in each child's account. Students/adults may make food service payments by mail or in the elementary office. We recommend all students deposit at least \$5.00 into their account. At the end of the school year, students may carry over any remaining balance or receive any remaining balance. Paying in advance for the month is the best practice. It is important to keep money in your student's account. There is absolutely no charging. You will receive notice when your child's account reaches \$15.00 or less. When an account has a negative balance, an alternative meal may be an option. We expect to adhere to these rules beginning with the first day of school.

Breakfast: \$2.15 for an adult meal, \$1.25 for a student meal.

Lunch: \$3.00 for an adult meal, \$2.20 for a student meal.

There is a charge for all 'extras' regardless of meal status. Extra milk available at an additional charge. Ala carte items and second meals may be available at additional cost. If you do not want your child to have extra milk or ala carte items, please tell your child not to take such items. You may also tell the Food Service Manager, who will attempt to prevent your child from taking extras. Regardless, there is a charge to students for all food items taken.

No soda allowed in the lunchroom during meal times. Students are not to bring soda or other carbonated beverages in sack lunches.

Parents may eat school breakfast or lunch with their child. **If planning to eat at school, please notify the school** so enough food is prepared. Please honor the 'no pop rule.' Be prepared to pay for the adult meal in cash, as the food service system is not set up to deduct adult meals from a student's account.

If your child has any food allergies, please see the School Nurse and/or Food Service Manager and fill out a form for vigilance in meal preparation and adjustments as necessary.

## **Transportation-Policy 2652**

The Tarkio R-I School District provides bus service for students living one mile or more from school. Students who live within one mile of school are not eligible for regular bus service. Planned courtesy stops are only with advance administrative approval and adequate room on a bus. Special requests for bus service go to the superintendent. Riding the bus is a revocable privilege for certain acts.

If your child comes to school by car, please deliver him/her to the east doors. The north doors are for school buses only. For the safety of your child, please do not make drop offs prior to 7:30 a.m. as the doors are locked and there is no supervision in the building.

In all cases when your child's usual transportation arrangements change, except when you are going to pick up your child, please send a note to the teacher explaining where the child is going (physical address) and how he/she is to get there. If not, the child goes home on his/her assigned bus. If you are picking up your child, please send a note requesting your child meet you outside the east doors. **ALL PHONE CALLS NEED TO BE MADE PRIOR TO 2:00 p.m. to ensure the message is received.** Student pick up is ONLY at the parent pick up line at the west doors. This is particularly important for children in the

primary grades since they frequently become confused about where they are to go after school. During the first week of school, Kindergarten children should wear a nametag with the following information: name, parent's name, where the child is to go after school, if the child has a sibling in school and the name and grade of that sibling, and bus number. This will enable us to get the child properly placed the first few days of school and help the child become acquainted with where he/she needs to go. If your child is a bus rider, please plan to have your child ride the bus the first few days of school.

## **Counseling**

The counseling program is a multi-resource area. The counselor may assist the student with social difficulties, disabilities and limitations, achievement questions and scores. A crisis response plan is part of our Comprehensive Guidance Program and posted in the Principal's Office. As a matter of courtesy and information for parents, the counselor will notify parents when it is necessary to see their child on a regular on-going basis for counseling services. Parents receive a parental permission request form before a student can participate in regularly scheduled individual or group counseling.

## **Student Rights and Responsibilities**

The Tarkio R-I Elementary believes students have rights that should be recognized and respected. We also believe every right carries with it certain responsibilities.

Among these rights and responsibilities are:

1. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
2. The right to a quality education; the responsibility to put forth their best efforts during the educational process.
3. Civil rights including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

## **Special Services**

### **Title I**

Title I is a federally funded program whose purpose is to provide supplemental help to students in the areas of reading and math. Tarkio's Title I Reading and Math programs help students in Kindergarten through 6<sup>th</sup> grade. The school wide program upgrades the entire educational program of the school in order to raise academic achievement for ALL students at the school. Title I teachers will work with students within the classroom for 20-30 minute periods. Parents contribute to their child's success by helping at home, as well as, becoming partners with the teachers to encourage high achievement. The Tarkio R-I Title I program is a team effort between students, parents and teachers.

### **Tarkio Elementary School**

#### **SCHOOL-PARENT-STUDENT COMPACT**

Tarkio Elementary School and the parents of students participating in Title I activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

**School Responsibilities - Tarkio Elementary School and its staff will:**

**Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me Standards as follows –**

1. Retain highly qualified principals and teachers,
2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and
3. Maintain a safe and positive school climate.

**Hold annual parent-teacher conferences to –**

1. Discuss the child's progress/grades during the first quarter,
2. Discuss this compact as it relates to the child's achievement, and
3. Examine the child's achievement and pending options needed throughout the year.

**Provide parents with frequent reports on their child's progress as follows –**

1. Frequent communication through discipline folders, assignment notebooks, newsletters, test grades, notes, emails, phone calls, etc. ....
2. Mid-quarter reports
3. Quarterly grade cards/reports sent home by the school.
4. Parents in grades 3-5 can access the Parent Portal to check grades throughout the year.

**Be accessible to parents through –**

1. Phone calls, email, notes, or person-to-person meetings,
2. Scheduled consultation before, during, or after school.

**Provide students additional opportunities to review and master skills –**

1. Literacy Parties,
2. Individual or small group tutoring, and
3. Response to Intervention time daily for specific interventions in the areas of math and communication arts.

**Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows –**

1. Help with classroom decorations, art projects, etc.
2. Present a program on your culture, a different country, etc.
3. Assist with holiday programs or parties, educational trips, etc.
4. Listen to students read.

**Parent Responsibilities - I, as a parent, will support my child's learning in the following ways:**

1. Make sure my child is in school every day possible.
2. Check that homework is completed.
3. Monitor the amount television watched and computer/video games usage.
4. Volunteer in my child's classroom/school when needed.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school

and responding appropriately.

7. Develop a homework routine to study math facts and spelling words, study for tests, complete daily homework, and read for pleasure.
8. Attend training and informative opportunities offered by the teachers and school.

**Student Responsibilities - I, as a student, will share the responsibility to improve my academic performance to meet the Show-Me Standards and will –**

1. Attend school every day possible.
2. Be respectful toward others.
3. Pay attention during class time.
4. Do my homework every day, turn it in when due, and ask for help when I need it.
5. Read some every day outside of school time.
6. Give all notes and information from my school to my parent/guardian daily.

Tarkio R-I School District
----------------------------

**Special Education**

**PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Tarkio R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Tarkio R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Tarkio R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Tarkio R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Administration

offices between the hours of 8:00a.m.-3:30p.m. Monday through Friday or by appointment. This notice will be provided in native languages as appropriate.

### **Every Student Succeeds Act**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional statutes through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title 1.A
- Timely notice that your student has been assigned, or has been taught for four or more consecutive weeks, by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## CONSENT TO STUDENT USE OF THE DISTRICT'S TECHNOLOGY, NETWORK SYSTEMS AND INTERNET ACCESS

I, \_\_\_\_\_, am the parent or guardian of \_\_\_\_\_, who is in \_\_\_\_\_ grade. I hereby certify that I have received, read, understand and agree to Tarkio R-1 School District's Appropriate Use of Technology, Network Systems, and Internet Access Policy. I recognize that although the Tarkio R-1 School District has taken measures to restrict access to controversial materials, it cannot guarantee that students will be protected from accessing any controversial materials during the student's use of the district's technology, network systems, and internet access. I accept full responsibility for my student's use of the district's technology, network systems, and internet access through the district in accordance with the terms, conditions, and guidelines as stated by the district in its policies and regulations and as set out in federal and state law. I release the Tarkio R-1 School district and its officers and employees, from any and all legal liability and financial responsibility that may be incurred by my student's use of any district's technology, network systems, and internet access.

Technology Description and Serial #: \_\_\_\_\_

My child may have access to internet: \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby give the district permission to publish my child's work, picture, and/or first name on the internet through the district's web site. \_\_\_\_\_ Yes \_\_\_\_\_ No

Parent or Guardian Name: \_\_\_\_\_

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

If you have consented to your child's use of the district's technology, network systems, and internet access, please have your child review and sign the following:

I have read the Tarkio R-1 School District's Appropriate Use of Technology, Network Systems, and Internet Access policy and agree to abide by its provisions. I understand that violation of these provisions will result in the restriction and/or termination of my ability to use the district's technology, network systems, and internet access and may result in further discipline up to and including expulsion and/or other legal action. I agree to be responsible for payment of costs incurred by accessing any internet services that have a cost involved. I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communication I send, receive, and store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I understand that bringing my own personal technology devices to campus will diminish my expectation of privacy regarding my personal technology devices while at school, and that the District reserves the right to search my personal technology devices in accordance with applicable laws and policies if there is reasonable suspicion that I have violated the District's policies, procedures or rules, or engaged in other misconduct while using my personal technology devices.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE



## ACKNOWLEDGEMENT

Please sign and return to the elementary school office by Friday of the first week of school. Thank You.

I/We have received the 2018-2019 Tarkio Elementary School Handbook and the Title I School – Parent – Student Compact and have read through its entirety. I/We understand and agree to adhere to the policies and regulations put in place by the Tarkio R-I School District.

\_\_\_\_\_  
**Parent or Guardian Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Classroom Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title I Teachers

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date